

Processing Requests for Reasonable Accommodation

Program for Individuals with Disabilities

Reasonable Accommodation Process (for Long-Term accommodations)

1. Employee requests medical accommodations or indicates he/she is unable to perform essential duties of position due to medical reasons

2. Employee contacts source options

3. EEO administers accommodation process

4. EEO works with mgmt & employees to obtain appropriate documentation, i.e., medical documentation, job description, SF78

5. EEO submits documentation to Occupational Health

6. Occupational Health makes medical accommodation recommendation

7. EEO Coordinates recommendation with management

8. Management makes determination as to whether reasonable accommodation can be made.

9. Can reasonable accommodation be made?

If yes, management implements.

If no, employee may apply for medical retirement or may be separated.

